

Skelton Parish Council

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Minutes of the Annual Meeting of Skelton Parish Council held on Thursday 23rd May 2024 at 19:00 in Skelton Village Hall.

Present

Councillors: Cllrs J. Watson, C. Linfoot, J. Linfoot, N. Lansell, K. Hayton and T. Stead

Ward Councillor: None

Members of the public: 1

Clerk: Colin Ellis

24/001 Chair's welcome and introduction.

The outgoing Chair welcomed all to the meeting.

24/002 To receive nominations and elect the Chair for 2024/25 and for the Chair to sign the Declaration of Acceptance of Office.

It was proposed by Cllr C. Linfoot, seconded by Cllr J. Linfoot, and RESOLVED unanimously to elect Cllr Julie Watson as Chair for 24/25. Cllr Watson signed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

The Chair, Cllr Watson laid out her expectations of Councillors' behaviour, addressing Councillors as "Councillor ----" including respect for the Chair and for each other, no talking over each other and if a Councillor wishes to speak, they shall make that request to the Chair by raising their hand and to act in the interests of all the residents of Skelton.

24/003 To receive nominations and elect the Vice Chair for 2024/25.

It was proposed by Cllr J. Watson and seconded by Cllr N. Lansell and RESOLVED unanimously to elect Cllr C. Linfoot as Vice Chair for 24/25.

24/004 Apologies for absence

1. To receive apologies for absence given in advance of the meeting

None. It was noted that Cllr L. Mansell was absent.

2. To consider the approval of reasons given for absence

Not required

24/005 To review the Code of Conduct and to remind councillors to review their Register of Interest within 28 days of any change occurring.

It was RESOLVED to adopt the Local Government Association's Model Code of Conduct, originally adopted by the Council in May 2021 without any revisions.

The Clerk had distributed the updated Legal Topic *Note 80 Members' Conduct and the Registration and Disclosure of their Interests* as updated by NALC in May 2022 and the Chair reminded Members to update their Register of Interest within 28 days of any change occurring.

24/006 To receive any declarations of interests and any requests for dispensation.

No declarations of interest and requests for dispensation were received.

24/007 To review the Scheme of Delegation.

It was RESOLVED to ratify the Scheme of Delegation without any changes.

24/008 To appoint any new committees or subcommittees.

It was RESOLVED to appoint a Finance Committee, Staffing Committee, and a Cemetery Committee. It was RESOLVED only to appoint Sub Committee's/Panels as and when necessary.

The Committees would only meet when required.

24/009 To receive nominations and appoint members to the following committees and to review the terms of reference: -

It was RESOLVED to approve the terms of reference for the Finance Committee, Staffing Committee, and the Cemetery Committee.

Noted that Cllr. T. Stead joined the meeting at this stage.

It was RESOLVED to appoint the following members:

- a. **Finance Committee** (3) Cllr C Linfoot, Cllr J Linfoot, and Cllr Watson.
- b. **Staffing Subcommittee** (3) Cllr Watson, Cllr Lansell and Cllr Hayton.
- c. **Cemetery Committee** (5) Cllr C Linfoot, Cllr J. Linfoot, Cllr Lansell, Cllr Stead and Cllr Watson.
- d. **Publicity officer.** Chair and Clerk.

The Chair for each committee is appointed at the first meeting of the committee in the year 2024/25.

24/010 The Council's representatives on external bodies

It was RESOLVED to appoint the following representatives:

- a. **Kyle and Upper Ouse Internal Drainage Board** (1) Representative to be decided at each Ordinary Meeting of Skelton Parish Council.
- b. **Yorkshire Local Councils Association** (1-2) Cllr Hayton.
- c. **Village Hall Management Committee** (1) Cllr Mansell.

The Chair asked all representatives on external bodies to let the Clerk know about meetings and to report at Parish Council meetings.

24/011 To review the Council's Governance and Policies including: -

- 1. To review and adopt the new NALC Model Financial Regulations April 2024 tailored for Skelton Parish Council.**

It was RESOLVED to adopt the new NALC Model Financial Regulations April 2024 tailored for Skelton Parish Council.

- 2. To review the Council's Complaints Procedure**

It was RESOLVED to approve the Council's Complaints unamended.

- 3. To review the Council's Equality and Diversity Policy**

It was RESOLVED to adopt the Council's Equality and Diversity Policy unamended.

- 4. To review the Council's policies, procedures, and practices in respect to its obligations under Freedom of Information and Data Protection legislation.**

It was RESOLVED to approve the Data Protection Policy, the Retention of Documents-List of Documents for retention or disposal, the Privacy Notice, the Privacy Notice for staff, councillors and role holders and the Publication Scheme without any changes.

5. **To review the Media Policy.**
It was RESOLVED to approve the Media Policy unamended.
6. **To review the Policy for Recording of Council Meeting**
It was RESOLVED to approve the Policy for Recording of Council Meetings without amendments.
7. **To review the Council's employment policies and procedures**
It was RESOLVED to approve unamended the Disciplinary Procedure, Grievance Procedure, Lone Workers Policy, and Sickness Absence Policy.
8. **To review the Health and Safety Policy**
It was RESOLVED to approve the unamended Health and Safety Policy.
9. **To review the Co-option Policy**
It was RESOLVED to approve the unamended Co-option Policy.
10. **To review the Training and Development Policy for Staff and Councillors.**
It was RESOLVED to adopt the Training and Development Policy for Staff and Councillors.
11. **To review the Grant Awarding Policy and Procedure with Terms of Reference**
It was RESOLVED to adopt the Grant Awarding Policy and Procedure with the Terms of Reference

24/012 Parish Councils General Power of Competency: Localism Act 2011

It was RESOLVED to note that the Parish Council continues not to be eligible to use the General Powers of Competency but may use LGA 1972 section 137 as a power of last resort, with a cost limiting power, which for the 2024/25 financial year is £10.81 per elector. The Parish Council must use this power when there is no other LGA power available. For example, to purchase plants to be planted around the parish by an in-bloom group, towards the cost of a vehicle activated sign or to pay towards Christmas lights. Parish Council powers are on the YLCA website and for further information on LGA 1972 s137 powers refer to YLCA Advice Note 5.

24/013 To resolve to renew annual membership of YLCA, SLCC and ICCM.

It was RESOLVED to renew the annual memberships for the Yorkshire Local Councils Association, the Society of Local Council Clerks and the Institute of Cemetery and Crematorium Management.

24/014 To consider annual financial matters:

- a. **To review the Financial Regulations - Updated May 2024 to reflect uplift under the 2015 Public Contract Regulations value from £25000 to £30000.**
It was RESOLVED to ratify the Financial Regulations as amended.
- b. **To consider the appointment of an internal auditor for 2024/25**
It was RESOLVED to again appoint Accountant (Yorkshire) as the Internal Auditor for 24/25 subject to receiving a satisfactory quote for the Audit.
- c. **To review the internal Control Plan for 24/25.**
It was RESOLVED to accept the Finance Committee recommendation of approval of the Internal Control Plan for 24/25.
- d. **To confirm the Clerk as the Responsible Financial Officer and carrying out a risk assessment of the RFO appointment**
It was RESOLVED to confirm the Clerk as the Responsible Financial Officer. A risk assessment of the appointment forms part of the Risk Management Register.
- e. **To review the Risk Management Register.**
It was RESOLVED to approve the updated Risk Management Register. The Finance Committee was tasked with reviewing any further changes necessary.
- f. **To review insurance cover for 24/25.**

The Finance Committee reported that it had reviewed the insurance cover. The Council noted that the Council is adequately insured with BHIB through Aviva and that the current policy was due for renewal in August 2024 and that the clerk would be inviting quotes from insurance companies who specialises in council insurance. It was RESOLVED to accept the Finance Committee recommendation of approval.

g. To approve the Bank reconciliation for the year ended 31 March 2024.

It was RESOLVED to approve the bank reconciliation for the year ended 31 March 2024.

h. To approve the asset register for the year ended 31 March 2024.

It was RESOLVED to accept the Finance Committee recommendation of approval of the asset register for the year ended 31st March 2024.

i. To consider and approve direct debit instructions to the bank for the year 2024/2025.

The Finance Committee had reviewed the direct debit instructions for the year 2024/25 to the ICO, City of York and Business Stream. It was RESOLVED to approve the direct debit instructions in accordance with the advice from the Finance Committee.

24/015 To consider dates, times, and place of ordinary meetings of the full council for the year as follows:

25th July 2024	15th August 2024	24th October 2024
19th December 2024	23rd January 2025	20th February 2025
20th March 2025	24th April 2025	22nd May 2025

It was RESOLVED to set the above dates for the Skelton Parish Council meetings. All meetings are held at the Village Hall in Skelton starting at 19:30 except for the Annual Parish Assembly in April and the Annual Meeting in May that start at 19:00.

The Chair closed the meeting at 19:23.

J.D.Watson

Signed _____ Chair of Skelton Parish Council

Date 25/07/24